



Beloit Community Development Authority  
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## Housing Choice Voucher Program Obligations of the Family

When the family's unit is approved and the HAP contract is executed, the family must follow the rules listed below in order to continue participating in the Housing Choice Voucher Program.

The family **must**:

1. Supply any information that the PHA or HUD determines as necessary, including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
2. Disclose and verify social security numbers and sign and submit consent forms for obtaining information.
3. Supply any information requested by the PHA to verify that the family is living in the unit, or information related to family absence from the unit.
4. Promptly notify the PHA **in writing** when the family is away from the unit for an extended period of time in accordance with PHA policies.
5. Allow the PHA to inspect the unit at reasonable times and after reasonable notice.
6. Notify the PHA and the owner **in writing** before moving out of the unit or terminating the lease.
7. Use the assisted unit for residence by the family. The unit must be the family's **only** residence.
8. Promptly notify the PHA **in writing** of the birth, adoption, or court-awarded custody of a child.
9. Request PHA written approval to add any other family member as an occupant of the unit. ***Person's not on your lease can not use your address.***
10. Promptly notify the PHA **in writing** if any family member no longer lives in the unit.

11. Give the PHA a copy of any owner eviction notice.
12. Pay utility bills, and provide and maintain any appliances that the owner is not required to provide under the lease. The utility bill must be the name of the tenant, other adult household member, or landlord.
13. Any information the family supplies must be true and complete.
14. The family (including each family member) must not:
  - A. Own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).
  - B. Commit any serious or repeated violation of the lease.
  - C. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
  - D. Engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
  - E. Sublease or let the unit or assign the lease or transfer the unit.
  - F. Receive housing choice voucher program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State or local housing assistance program.
  - G. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
  - H. Receive housing choice voucher program housing assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
  - I. Engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.